

25 JAN 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S @ 2012  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 16/03/82 REVIEWER: 01826-5

1. Early Retirement

Based on discussions with the Panel of Attorneys, we have made minor revisions in the regulation and reproduced copies in anticipation of clearance to begin the process of external coordination. We do not believe the changes made affect the substance of the original draft or our plans for administering the system.

We have also resumed work on our forms and internal procedures for administering the system and expect them to be in readiness subject, of course, to any changes that might be required as a result of external coordination of the regulation.

Finally, we prepared budget estimates for the fund for inclusion in the FY 1966 budget submission. For this purpose, we estimated 10 retirements in FY 1965 and a total of 101 by the end of FY 1966 (corresponding to estimates given to the Congressional committees); we estimated 300 participants as of 30 June 1965 and 3,000 by 30 June 1966. While we have no solid basis for these estimates, we believe they are reasonable guesses as to what we can accomplish assuming that all external approvals are received by early or mid-April. (Because of a last minute change in the basis for estimating interest income to the fund, we do not have a corrected copy of the "budget" as yet. We will forward a copy as soon as it is available to us.)

2. Briefing on Project MANS

At the request of the D/HPAM, [REDACTED] of his staff briefed us 19 January 1965 on their Project MANS. In brief, this project is designed to apply the Financial Analysis Number coding system to individual positions to facilitate analysis of manpower allocations to the various functions and activities. The system has been applied experimentally in EE Division and appears to be feasible. We are attaching (Tab A) a copy of a memorandum from the D/HPAM initiating this project. SWD/OP will be responsible for the initial coding of positions; we believe that SWD can accomplish this during the month of February as planned but have phased the work so that, if necessary, some of it can be carried over to March.

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At the present time, we see no particular advantages to Agency personnel management in this procedure but recognize its usefulness for HPAM purposes. If the system is later applied to personnel as well as to positions, we may find it useful in our work as well.

3. Promotion Policy for Clerical/Secretarial Personnel in the Clanservice Services

We are attaching (Tab B) a copy of a memorandum approved by the Chairman, CSCS Board which establishes "mobility" as a key factor in promotion determinations for CSCS personnel in GS-7 and below. This policy is based on a recent survey indicating that a substantial number of CSCS clerical and secretarial personnel were not available for assignment overseas and is designed to place a premium on mobility.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~CONFIDENTIAL~~4. Lenten Religious Services

We propose that the Agency's program of religious services during Lent, beginning 3 March, be the same as last year, including the participation of the local clergy rather than service chaplains. We will extend these invitations and make administrative arrangements for use of the auditorium, etc. As soon as plans are firm, we will submit an Employee Bulletin announcing the program for your approval and publication.

5. Valentine Candy Sales

We propose to offer Russell Stover candy for Valentine sale but on a somewhat smaller scale than at Christmas. We believe the demand will exceed 1,000 pounds (the "break-even point" on the special gross sales discount) but to minimize the risk will take orders for several days, beginning 4 February, before committing ourselves to the distributors. Typical prices:

<u>Box Size</u>	<u>Regular Retail</u>	<u>Discount Price to EAA</u>	<u>Proposed Sale Price</u>
1 pound	\$2.10	\$1.75	\$1.95
3 pounds	\$4.50	\$3.80	\$4.15

6. Redskin Tickets

In view of the over subscription of our 100 Redskin tickets last season, we have placed a renewal order for 100 plus an order for 150 more if they are available. We will be required to make a deposit of \$1.00 per ticket and have sufficient funds in the Employee Activity Association account for this purpose.

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7. Case

The Credit Union account of [REDACTED] former employee, has been settled in full as follows:

Sale of parts from wrecked car	\$ 250.00
Payment from bonding company	2,166.14
[REDACTED] share account	<u>5.26</u>
Total loan	\$2,421.40

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8. Case

[REDACTED] has submitted his resignation effective 12 March 1965. In the interim, he is receiving outplacement assistance and is under the administrative jurisdiction of SAS/OP.

Distribution:

0 &amp; 1 - Addressee w/atts.

1 - IG w/o atts.

/s/ Emmett D. Echols

X - D/Pers Subj w/o atts.

1 - D/Pers Chrono w/o atts. Emmett D. Echols

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OD/Pers [REDACTED] (25 Jan 65) Director of Personnel

Attachments: A/S

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